COLUMBUS STATE COMMUNITY COLLEGE
Board of Trustees <u>Committee of the Whole</u>
Franklin Hall Board Room
March 18, 2010

COLUMBUS STATE
Community
College

550 East Spring Street
P.O. Box 1609
Columbus, Ohio 43216-1609
614/287-2400

<u>MINUTES</u>

Present:

William J. Dolan, Chair	Richard D. Rosen, Board
Poe A. Timmons, Vice-Chair	Dianne Radigan, Board
Lynne Bowman, Board	Anne Lopez-Walton, Board
Dr. Val Moeller, President	Terri Gehr, Sr. VP & CFO
Dr. Deborah Coleman, V.P.	Hamid Danesh, V.P.
Dr. Michael Snider, Interim Provost	Will Kopp, V.P.
Jackie DeGenova, In-house Counsel	Darrell Minor, Ex Officio Faculty
Mandy Gollhofer, Acting Ex Officio Staff	Liliana Landauer, Ex Officio Student
Paulette Fortea, Assistant to the President	

Mr. William Dolan, Board Chair, called the meeting to order at 12:17 p.m.

(1) <u>**Tuition Waiver for Academic Year 2010-2011**</u>

The Board discussed the extension of the Winter 2010 and Spring 2010 tuition waiver through the 2010-2011 academic year provided the Chancellor of the Ohio Board of Regents also approves the College's requested waiver as follows:

<u>Ohio Resident Fee</u>:
$79/credit hour to include a $70 instructional fee and a $9 general fee;

<u>Non-Ohio, U.S. Resident Fee</u>:
$175/credit hour to include a $159 instructional fee and a $16 general fee;

<u>International Student Fee</u>:
$210/credit hour to include a $189 instructional fee and a $21 general fee.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(2)   Approval of Fifteen (15) New Staff Positions

In order to meet the demand of continuous enrollment growth at the College, the president recommended to the Board to approve fifteen (15) new permanent staff positions as listed in the attached information. Eight (8) position are requested for the IT department, one (1) in Institutional Advancement, one(1) in Knowledge Resource and Planning, and five (5) positions in Learning Systems. Total cost for the 15 positions from the General Fund will be as follows:

Salary:	$466,193
Benefits:	138,294
Equipment:	24,100
Total	$628,587

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(3)   Make Permanent Two (2) Temporary Positions

The president recommended to the Board to approve making two (2) temporary positions permanent which positions have now become essential for the purpose listed in the attached information. The total cost for these two (2) positions is $149,201.81 which has already been allocated to include space and equipment.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(4)   Personnel Information Items

The Personnel information items are presented to the Board for informational purposes only.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

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(5)   Financial Statements as of February 28, 2010

Ms. Gehr reported on the college's financial statements as of and for the eight months ended, February 28, 2010. A copy of which was distributed in advance to the Committee for review.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(6)   Financial Ratios- -SB6 Score

Ms. Terri Gehr, CFO and Sr. VP Business Services, gave a verbal presentation as a follow-up to previous Board discussions concerning financial ratios and the impact decisions can have on the SB6 Score. It was noted that the college retained a 5.0 rating with the Board of Regents on our financial stability again this year.

(7)   "Switch2Semesters"

Dr. Snider, Interim Provost, gave a brief update on the College's Steering Committee and the five sub-committees for the Quarters to Semesters project.

(8)   Ohio Third Frontier Resolution

Dr. Moeller introduced a draft of a proposed resolution in support of the Ohio Third Frontier economic development and jobs program which is be Issue 1 in the upcoming May election. She is asking the Board to consider approval of the resolution.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

There being no further items to come before the Committee, the meeting was adjourned at 1:37 p.m.

REQUEST FOR ADDITIONAL STAFF
Information Technology

POSITION TITLE
Program Coordinator (Technology Risk Management – Disaster Recovery and PCI)

DEPARTMENT
IT Support Services

RATIONALE FOR POSITION
It is necessary for the college to be diligent in maintaining its Disaster Recovery Plan and services. The plan requires continuous updates, testing and monitoring of services that are not currently being adequately met due to increased information security and privacy protection concerns. As well, focus on Payment Card Industry (PCI) standard compliance has become more detailed and requires higher degree of monitoring, reporting and collaboration with various vendors, auditors and internal departments. This position would be responsible for maintaining Columbus State's information technology systems disaster recovery plans, as well as ensuring Information Technology systems remain PCI compliant. This responsibility includes coordinating the maintenance and testing of the overall disaster recovery plans for each critical functional area within Information Technology. The selected candidate will also be responsible for participating in any actual disaster recovery effort. This position will also ensure Columbus State's I.T. systems comply with the PCI Data Security Standard by following the criteria set forth in the PCI DSS Self-Assessment Questionnaire.

Additionally, the resource will ensure that the activities related to DR and PCI training, internal systems monitoring and audits, and reporting and solving of related issues are taken care of in collaboration with other departments at the college and outside vendors and consultants.

POSITION COSTS

Salary:	$ 57,000
Benefits:	$ 15,633
Equipment:	$ 4,500
Space needed:	New space for this resource is requested
Other:	
Total:	$ 77,133

REQUEST FOR ADDITIONAL STAFF
Information Technology

POSITION TITLE
System Administrator (Network Engineering)

DEPARTMENT
Communication Technologies and PC/LAN Support

RATIONALE FOR POSITION
Every technology system that supports the many different academic departments, administrative departments and all service units of the college requires the network. Every server, application, camera, key card, printer, HVAC controller, desktop, wireless device, IP phone, Video Conferencing Unit etc. requires some level of analysis and consideration before it appears on the network. Each one of these systems has an impact on security, performance (bandwidth), and capacity. There is a great need to separate operational functions from engineering functions as both required dedicated time and different skill sets in our rapidly growing environment. Engineering will be project focused to meet project demands and to provide the required engineering to meet the project scope requirements. Operations will stay focused on deploying and maintaining the production systems. These will include current production and any future network related systems which are deployed. We currently have only one resource dedicated to project engineering and demands are far beyond the capacity of this one resource. It is requested to add one additional resource to adequately respond to the college's increasing network and infrastructure needs.

POSITION COSTS
Salary:	$ 57,000
Benefits:	$ 15,633
Equipment:	$ 4,500
Space needed:	New space for this resource is requested
Other:	
Total:	$ 77,133

REQUEST FOR ADDITIONAL STAFF
Information Technology

POSITION TITLE
System Administrator (PCI and Network Access Control)

DEPARTMENT
Communication Technologies and PC/LAN Support

RATIONALE FOR POSITION
It is vital for our college to maintain reliable and protected technology network systems for secure transmission and storage of mission-critical and confidential data. The threats to data and information security grow as quickly as the demand of services for access to it. We need a dedicated resource to engineer and configure specific network security systems as they relate to every service request. This resource will also proactively design future systems in anticipation of rapid changes in the threat environment. We are audited by multiple agencies regarding our ability to provide secure transmission and safe storage of our data. We need this dedicated resource to work with our faculty, staff, students, and our service providers to ensure we meet the highest standards of security.

We have specific tools that need constant attention and quick response to stay ahead of the potential and manifest information security risks and threats. We have no dedicated engineering resource for this task. We can monitor and report but our ability to quickly respond with engineering changes is greatly diminished by lack of such resource. This resource is requested to ensure adequate level of attention is paid to eliminate or mitigate risks, and remain in compliance with information security standards such as Payment Card Industry (PCI) standards.

POSITION COSTS

Salary:	**$ 57,000**
Benefits:	**$ 15,633**
Equipment:	**$ 4,500**
Space needed:	**New space for this resource is requested**
Other:	
Total:	**$ 77,133**

<u>**REQUEST FOR ADDITIONAL STAFF**</u>
<u>**Information Technology**</u>

<u>POSITION TITLE</u>
Assistant, IT Support Services (Computer Labs) (4 fulltime positions)

<u>DEPARTMENT</u>
IT Support Services

<u>RATIONALE FOR POSITION</u>
These positions requested along with the request for the fulltime Computer Lab Coordinator use existing funds within the operational budget and would not require new funding.

Student growth and increased demands placed on computer labs at the college have presented many challenges for the staff that help to maintain these areas. The staff has addressed many requests to meet the evolving needs of both the students and faculty as much as possible. We have increased the hours of operation, added labs and increased the number of classes that visit us daily. More recently we have added a mobile lab, wireless assistance, reference librarians and group and individual study spaces in collaboration with the ERC to assist students with their questions and study needs. Traditional student population, faculty needs, as well as distance learning usage continues to increase and evolve.

In order to be in a position to support our students and faculty in the most effective and efficient way possible, it is necessary to change the current model of staffing we have in place. This change in staffing would address a number of issues such as turnover, frequent disciplinary problems, and the inability to provide adequate service coverage due to lack of persistent commitment and knowledge base. Addressing these issues with the recommended new staffing model will help move the current service level to students and faculty to a higher level of timely and effective care for their studies and curriculum support.

<u>POSITION COSTS</u>

Salary:	**$ 0.00 ($96,904 from existing funds in the operating budget)**
Benefits:	**$ 0.00 ($40,376 from existing funds in the operating budget)**
Equipment:	**$ 0.00**
Space needed:	**Existing**
Other:	
Total:	**$ 0.00 in new funds**

REQUEST FOR ADDITIONAL STAFF
Information Technology

POSITION TITLE
Coordinator, IT Support Services (Computer Labs)

DEPARTMENT
IT Support Services

RATIONALE FOR POSITION
This position request, along with the request for the fulltime assistants, uses existing funds and would not require new funding with the exception for the one-time equipment fund.

Student growth and increased demands placed on computer labs at the college have presented many challenges for the staff that help to maintain these areas. The staff has addressed many requests to meet the evolving needs of both the students and faculty as much as possible. We have increased the hours of operation, added labs and increased the number of classes that visit us daily. More recently, we have added a mobile lab, wireless assistance, reference librarians and group and individual study spaces in collaboration with the ERC to assist students with their questions and study needs. Traditional student population, faculty needs, as well as distance learning usage continues to increase and evolve.

In order to be in a position to support our students and faculty in the most effective and efficient way possible, it is necessary to change the current model of staffing we have in place. This change in staffing would address a number of issues such as turnover, frequent disciplinary problems, and the inability to provide adequate service coverage due to lack of persistent commitment and knowledge base. Addressing these issues with the recommended new staffing model will help move the current service level to students and faculty to a higher level of timely and effective care for their studies and curriculum support.

POSITION COSTS
Salary:	$ 0.00 ($48,000 from existing funds in the operating budget)
Benefits:	$ 0.00 ($14,112 from existing funds in the operating budget)
Equipment:	$ 2,500
Space needed:	Existing
Other:	
Total:	$ 2,500 new one-time fund

REQUEST FOR ADDITIONAL STAFF
INSTITUTIONAL ADVANCEMENT

POSITION TITLE
Technician II (Video/Media Production)

DEPARTMENT
Institutional Advancement

RATIONALE FOR POSITION
Nationally (according to a study from the Pew Research Institute) among Columbus State students, the most preferred source for news is video, followed by the internet. During the past year, Institutional Advancement has begun a new video initiative to capitalize on students' interest in web-based video and to better showcase Columbus State to prospective students; to highlight programs, courses, and campus opportunities to current students; to showcase our faculty and give students an opportunity to view instructors in action; and to establish the college as a leader in online video communication and as an institution that is in touch with the needs of today's students.

To continue and expand this initiative—and to better communicate with prospects, students, and employees—we propose adding a fulltime multimedia/video production technician to IA. This person will also be required to have good skills in website production and in using social media for college communication. In addition to shooting and editing videos to promote access to the college, they will also play an important role in facilitating student success by producing video segments that provide current students with tutoring lessons, program and career information, and information about college resources. The position will also help to produce training videos for employees.

POSITION COSTS

Salary:	$44,034 (Professional pay band)
Benefits:	$ 13,442
Equipment:	$ 3,500
Space Needed:	Cubicle
Total:	$60,976

REQUEST FOR ADDITIONAL STAFF
KNOWLEDGE RESOURCES & PLANNING

POSITION TITLE
Research Program Coordinator

DEPARTMENT
Knowledge Resources and Planning

RATIONALE FOR POSITION

Columbus State is increasing its investment in strategies and improved operations targeted to increase retention and success of learners. A sound data model and analysis plan will ensure that the college fully benefits from this investment. Information gained through this research will inform faculty and staff regarding what is most effective in meeting the needs of different learner groups. This information will increase the college's ability to participate in grant - funded success initiatives. Further, the college's increasing participation in grant programs calls for program evaluation plans that document the success of projects and serve as a foundation for future grant awards. The need for this work will increase over the next year.

POSITION COSTS

Salary:	$60,692
Benefits:	15,765
Equipment:	1,400
Space Needed:	Existing
Other:	N/A
Total:	$77,857

REQUEST FOR ADDITIONAL STAFF
LEARNING SYSTEMS

Position Title: Testing Center Specialist
Department: Off Campus Programs

Status: Full-time

Justification:

The Testing Center utilizes multiple databases, an electronic intake process and a virtual course management and testing system to support the academic testing process at the College. This position will be responsible for monitoring and maintaining these electronic and virtual systems and act as a liaison with the Information Technology Division to support the technical needs of the Center. In addition, this position will be responsible for maintaining the Center's website and assisting faculty with electronic test submissions.

This position will provide critical technical support for the collection, dissemination and tracking of all academic testing conducted in the Center. This position will allow the Center to better meet the testing needs of learners and our faculty.

Costs of Hiring Position:

Salary:	$33,129
Benefits:	$11,599
Equipment:	$ 1,600
Total	$46,328

Office Space Needs: A cubicle will be needed in the Testing Center area.

REQUEST FOR ADDITIONAL STAFF
LEARNING SYSTEMS

Position Title: Program Coordinator, Internship and Retention
Department: Integrated Media & Technology

Status: Full-time

Justification:

Columbus State's Career & Technical Division has made a concerted effort to focus on the work-readiness of its graduates. Many majors such as nursing, medical assisting, and hospitality management have included clinical, field experience or practicum hours in their curricula to increase students' exposure to real world applications of their academic studies. However, there were many students who did not have the advantage of such an experience. Because of their importance, the faculty in Integrated Media & Technology and Business Programs decided that internships be made a requirement in each of its 11 associate degree programs. Beginning in Autumn 2009, all majors in the Integrated Media & Technology and Business Programs departments had an internship requirement in their plan of study; collectively these two departments serve approximately 11,000 students (duplicated headcount) in a given quarter. As these students approach the end of their coursework, the anticipated number of enrolled interns will increase from 25 students per quarter to between 120-150 students per quarter. For the past two years, these efforts have been supported by an OCAN grant. This request is to continue this position with Columbus State funds.

The demand for internships within Business Programs and Integrated Media & Technology departments is anticipated to grow significantly. The grant funding helped to create the infrastructure for an effective program; however, the program is only successful if this dedication is sustained. The position will be enhanced to also assist in the scope of student success. This individual will aid in incoming student evaluation, retention and tutoring efforts, business community outreach efforts, and support federal and state grants.

Costs of Hiring Position:

Salary:	$56,000
Benefits:	$15,464
Equipment:	N/A
Total	$71,464

Office Space Needs: Space allocated for this position – EB 302

REQUEST FOR ADDITIONAL STAFF
LEARNING SYSTEMS

Position Title: Office Associate
Department: Mathematics

Status: Full-time

Justification:

Mathematics is our largest department with approximately 34,000 annual enrollments in its courses, and now 30 faculty members and several hundred adjuncts. In addition, because mathematics tends to cause students the most difficulty, which is common at most institutions, the amount of student need for tutoring assistance and for resolution of their concerns about performance, is very high.

At present, we have one permanent Office Associate position and 60 hours of part-time help as divided into two 30 hour positions. We now request the conversion of those 60 hours into one additional full-time Office Associate and a continued 20 hours of part-time assistance. This will provide regularity, consistency, and coverage over a 12 hour period (mathematics would have double coverage for the four especially busy hours).

Costs of Hiring Position:

Salary: $28,652
Benefits: $10,842
Equipment: N/A

Total $39,494

Office Space Needs: N/A

REQUEST FOR ADDITIONAL STAFF
LEARNING SYSTEMS

Position Title: Office Associate
Department: Psychology

Status: Full-time

Justification:

The creation of three additional departments in the Division of Arts and Sciences involved designated funding for three Chair positions, but did not include funding for Office Associate positions. Two of the positions were funded by separating the two full-time Communication Skills Office Associate positions to Communication and English, and the one Biological Sciences Office Associate position and the one data entry position to Office Associate positions for Biological Sciences and for Physical Sciences.

However, the need remains for a full time Office Associate for Psychology.

we had no such opportunity to deal with the division of Social and Behavioral Sciences into Psychology and Social Sciences. Human Resources provided a temporary resolution by placing one of their full-time temporary positions in Psychology. This obviously does not meet the long term needs of either HR or Psychology, and we therefore request funding for a permanent full-time Office Associate position for the Department of Psychology. Each of these departments has approximately 18,000 enrollments over the course of a year, both have faculty in the teens, and both have nearly 200 adjuncts.

Costs of Hiring Position:

Salary: $28,652
Benefits: $10,842
Equipment: N/A

Total $39,494

Office Space Needs: N/A

REQUEST FOR ADDITIONAL STAFF
LEARNING SYSTEMS

Position Title: Coordinator of COMPASS & ESL Testing
Department: Off Campus Programs

Status: Full-time

Justification:

COMPASS Placement and ESL testing are critical components of getting started at the College for many learners. Many of the students that report for placement and ESL testing require special attention and information as this is often one of their first experiences on our campus. After they complete testing these learners often need detailed explanations of their scores and to be directed to meet with an Academic Advisor. This person will coordinate those who work directly with assisting the college's COMPASS and ESL testers. In addition, this position will be required to act as a liaison with the Advising Center, Admissions and the Language Institute as well as K-12 institutions interested in placement testing for underage learners.

Currently, these services are provided by various staff making consistency and quality of service difficult to measure. The addition of this position will greatly improve services to these learners. This position will enable there to be a planned, consistent approach to meeting the first quarter academic needs of this population.

Costs of Hiring Position:

Salary: $44,034
Benefits: $13,441
Equipment: $ 1,600

Total $59,075

Office Space Needs: A cubicle will be needed in the Testing Center area.

REQUEST FOR ADDITIONAL STAFF
HUMAN RESOURCES

POSITION TITLE
Program Coordinator

DEPARTMENT
Human Resources

RATIONALE FOR POSITION

This position is an approved Board initiative. The primary responsibility is to provide on-boarding for faculty and adjuncts.

POSITION COSTS

Salary:	$55,679.00
Benefits:	9,409.75
Equipment:	$0
Space Needed:	Existing
Other:	$0
Total:	$65,088.75

REQUEST FOR ADDITIONAL STAFF
HUMAN RESOURCES

POSITION TITLE
Administrator-Benefits

DEPARTMENT
Human Resources

RATIONALE FOR POSITION

This position is needed to provide review, implementation and management for the College's Self-Insurance Initiative for medical, dental, vision and workers compensation benefits. The work is currently being performed by a full-time temporary administrator.

POSITION COSTS

Salary:	$71,953.00
Benefits:	12,160.06
Equipment:	$0
Space Needed:	Existing
Other:	$0
Total:	$84,113.06

Columbus State Community College

BOARD OF TRUSTEES

RESOLUTION IN SUPPORT OF STATE ISSUE 1

WHEREAS, the Ohio Third Frontier initiative was created to preserve and create jobs, enhance educational opportunities, and improve the quality of life and general wellbeing of people and businesses throughout Ohio by expanding Ohio's research capabilities to promote product innovation, development and commercialization; and

WHEREAS, the Third Frontier program has laid the foundation for the creation and growth of technology-based jobs and businesses, increased early stage capital investments, improved the environment for technology entrepreneurs, increased collaboration in research and development, and enhanced our economic competitiveness and diversity; and

WHEREAS, more statewide economic benefits are expected of this program in the next few years as the research translates into market solutions, companies and lasting jobs; and

WHEREAS, the State of Ohio's Third Frontier initiative has delivered measurable results by investing $681 million since 2002, which has yielded $6.6 billion in economic activity, $2.4 billion in wages and benefits, and more than 48,000 jobs; and

WHEREAS, Columbus State Community College, as a result of its participation in the Third Frontier program, has supported and teamed statewide with business and industry partners and universities across Ohio to undertake technology development and to prepare technicians to provide vital support of technology development and product commercialization; and

WHEREAS, the proposed state constitutional amendment will authorize the State of Ohio to issue up to $700 million in bonds for the Third Frontier initiative in order to provide financial assistance for research, product innovation, and commercialization in support of Ohio industries and businesses in such areas as advanced materials, biosciences, alternative energy and fuel development, biomedical imaging, and improved diagnostics, treatments and cures for cancer, heart and other diseases; and

WHEREAS, Issue 1 will continue to foster job creation through the advancement of new products and services based on science and technology research and development, thus ensuring Ohio's ability to create and compete for jobs today and in the future; and

WHEREAS, Columbus State Community College is an integral partner in the effort to advance scientific knowledge and to prepare a skilled workforce to use that knowledge in commercial applications that will enhance our state's economy; and

WHEREAS, the Ohio General Assembly deserves much appreciation for its strong bipartisan support of the Third Frontier program and its placement of the constitutional amendment on the ballot.

NOW, THEREFORE, BE IT RESOLVED that the said investment will improve the quality of life for all Ohioans and that Columbus State Community College supports and endorses the passage of State Issue 1 and that a copy of this resolution be tendered to the Governor, the Ohio General Assembly and other interested constituencies.

(Approved by the Board of Trustees
March 25, 2010)